Updating the Sponsor Agreement for the Special Milk Program

School Year 2021-22

Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

August 2021

Updating the Sponsor Agreement for the Special Milk Program

https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Update_Sponsor_Agreement_SMP.pdf

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(1) mail: U.S. Department of Agriculture
    Office of the Assistant Secretary for Civil Rights
    1400 Independence Avenue, SW
    Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

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Contents

This guide applies only to sponsors of the Special Milk Program (SMP). All sponsors must submit their agreement for Child Nutrition Programs online, using the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). The sponsor's online application must be approved by the CSDE before sponsors can submit any reimbursement claims for the current school year. The CSDE strongly encourages all sponsors to complete their online agreement by **September 15, 2021** to ensure timely approval and claims submission.

CSDE Contact Information
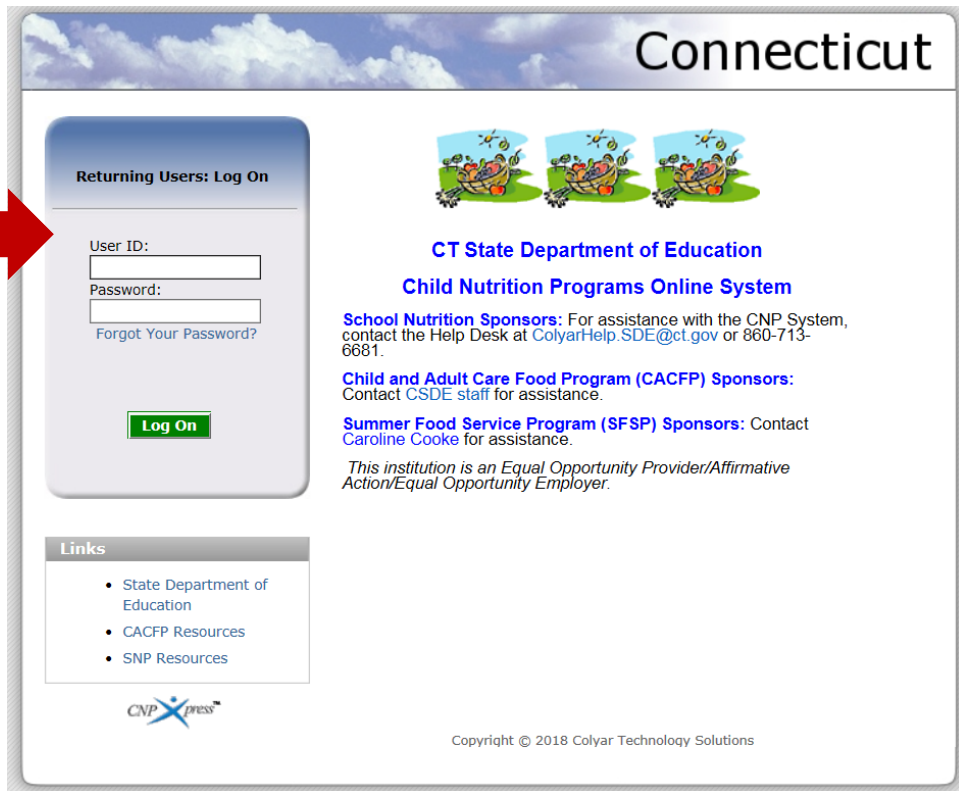
For questions regarding this information, please contact the Special Milk Program staff in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education.

Special Milk Program Staff
Terese Maineri terese.maineri@ct.gov 860-807-2145
Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Child Nutrition Programs 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841

For more information, visit the CSDE's Special Milk Program (SMP) webpage.

1 — Updating Sponsor Agreement

1. Access the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) at **https://ct.cnpus.com/prod/Splash.aspx**.

2. Log in with your **User ID** and **Password**.

3. Click on **Applications**.
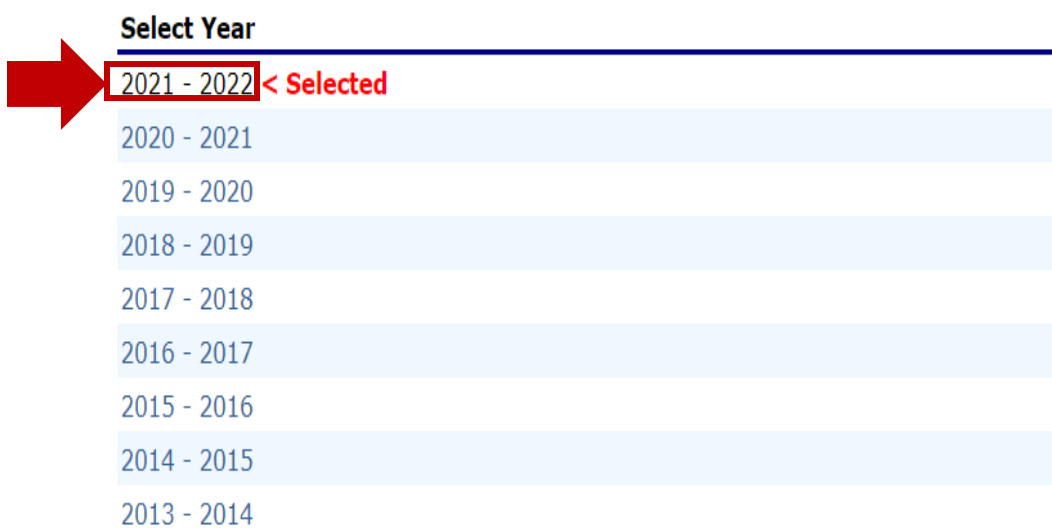
4. Click on **Application Packet**.

5. Click on school year **2021-22**.

6. Click on **Enroll**, then **OK**.

7. The **2021-22 Application Packet** screen will appear. To the left of **Sponsor Application**, click on **Revise**.

8. The **sponsor application** will open. Most of the information entered in the school year 2020-21 application will transfer over.

DBA:
No address on file for this year
Type of Agency: Private Non Profit Organization
Type of SNP Organization: Camp

Version: Original

School Year Dates of Operation

1. Operational Dates: Start Date: 07/01/2015 End Date: 06/30/2016

Business Administrator

		Salutation	First Name	Last Name
2.	Name:			
3.	Email Address:			
4.	Phone:		Ext:	Fax:
5.	Title:			

Street Address

6. Address Line 1:
   Address Line 2:
7. City:
8. State: CT Zip:
9. County:

Mailing Address

☐ Same as the Street Address

10. Address Line 1:
    Address Line 2:
11. City:
12. State: CT Zip:
13. County:

Child Nutrition Director

☐ Same as the Business Administrator

		Salutation	First Name	Last Name
14.	Name:			
15.	Email Address:			
16.	Phone:		Ext:	Fax:

9. Check all information for accuracy and make edits and updates as necessary.

- The **Authorized Representative 1 and 2 must** be completed.

- The **Hearing Official must** be completed.

- The **Direct Certification Contact** can be left blank if you are **not** required to use the Direct Certification List.

- The **Determining Official** can be left blank if you do **not** process free and reduced applications.

- The **Verifying Official** can be left blank if you are **not** required to conduct verification.

10. For **Verification Method** (question 42), click on the type of verification method that you intend to use during school year 2021-22. Refer to your school year 2020-21 Verification Report to determine what method should be used.

   a. If you are a **Pricing Program or Non-Pricing Program**, you do not collect applications and are not required to complete verification, choose **No Verification to be Performed.**

   b. If you are a **Pricing Program with the Free Milk Option**, you will need to select verification method used. For information on the allowable types of verification methods, refer to page 83 of the USDA's *Eligibility Manual for School Meals*.

11. For **Meals Count and Collection Procedures** (question 43), click **Yes** or **No**. All sponsors will be submitting documentation for site information on money collection and point of service (milk count) systems. For more information, see item 3 (Money Collection and POS Milk Count Systems) under "Checklist."

Meal Count and Collection Procedures

43. Have your meal counting and claiming procedures at any of your sites been revised? ○ Yes ● No

12. For **Eligibility Information** (questions 44-47), if you do **not** collect applications, click **NO** for all items. If you do collect applications, answer questions 44-47 accordingly.

Example:

Eligibility Information

44. Does your organization use the USDA/State prototype household application? ○ Yes ● No
45. Does your organization use scanned applications? ○ Yes ● No
46. Does your organization use online applications? ○ Yes ● No
47. Are you using a computerized system for processing free and reduced applications? ○ Yes ● No

    If Yes, what is the name of your computerized system?

48. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program? ○ Yes ● No

13. For **Certification**, click the **check box** and then click on **Save**.

Certification

☐ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

13. Click on **Save.**

Comments

Internal Comments:

Comments to Sponsor:

Created By: TMaineri on: 7/28/2021 10:00:11 AM   Modified By: TMaineri on: 8/13/2021 11:54:41 AM

[Save] [Cancel]

Show Changes

VIEW | **MODIFY** | DELETE | INTERNAL USE ONLY

14. Click **Finish**. The Sponsor Application is now complete. The Site Application section must now be completed (see section 2).

Applications > Application Packet >   School Year: 2021 - 2022

SNP Sponsor Application
For School Year: 2021 - 2022

Status: Active

Type of Agency: Educational Institution
Type of SNP Organization: Public

The Application has been saved.

[< Edit] [Finish]

2 — Updating Site Agreements

1. To start the **Site Application**, click on **School Nutrition Programs**.

Action	Form Name	Latest Version
View	✔ Sponsor Application	Original
Details	Meal Pattern Compliance Dashboard	
Details	✔ Checklist Summary (12)	
Details	Application Packet Notes	

Site Applications	Approved	Pending	Return for Correction	Denied	Wi
School Nutrition Program	3	0	0	0	
Seamless Summer Option	0	0	0	0	

2. Click on **Modify** to the left of the **Site Name**.

2021 - 2022 Application Packet - SNP Site List

Status: Active

Type of Agency: Private Non Profit Organization
Type of SNP Organization: Camp

Action	Site ID / Site Name	NSLP	SBP	ASCP	SMP
	Totals	0	0	0	2
View | Modify Admin	ABC site				X
View | Modify Admin	EFG site				X

Add Site Application

Total Sites Enrolled: 2

3. The **SNP Site Application** screen will appear for the school that was selected. Most of the information entered in the school year 2020-21 application will transfer over. **Please check all information for accuracy and make edits and updates as necessary.** Review the selected **Program Information**. Make updates as necessary. If you are adding a program, please **consult with your** county technical support person, as additional information may need to be submitted before the site can be approved.

SNP Site Application
For School Year: 2021 - 2022

Status: Active	04	Status: Active

Type of Agency: Educational Institution
Type of SNP Organization: Private

Version: Original

Program Information

Modify Program Selection

Participating Program(s)

- [ ] A. National School Lunch Program (NSLP) CFDA #10.555
- [ ] B. School Breakfast Program (SBP) CFDA #10.553
- [ ] C. Afterschool Snack Program (ASP) CFDA #10.555
- [x] D. Special Milk Program (SMP) CFDA #10.556

4. Update the **Site Contact** information as applicable. Review the **Street Address** and update as necessary.

Site Contact

		Salutation	First Name	Last Name
1.	Name:			
2.	Email Address:			
3.	Phone:	Ext:	Fax:	
4.	Title:			

Street Address

5.	Address Line 1:	
	Address Line 2:	
6.	City:	
7.	State:	CT Zip:
8.	County:	Windham (008)

5. Review the **Participation Information** and update as necessary.
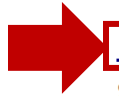
Participation Information

9. Select Grades at this site: (Check all that apply)

Early Education: ☐	1st grade: ☐	5th grade: ☐	9th grade: ☐
Head Start: ☐	2nd grade: ☐	6th grade: ☐	10th grade: ☐
Pre-Kindergarten: ☐	3rd grade: ☐	7th grade: ☐	11th grade: ☐
Kindergarten: ☐	4th grade: ☐	8th grade: ☐	12th grade: ☐

10. Select Site Category:

11. Attendance Factor:

12. Kitchen Type:

If Combination, identify which types:

a. **Note:** The **Attendance Factor (AF)** is the percentage of students present on any given day, averaged over a month. Calculate the AF using the formula below:

$$\left.\frac{A - B}{A}\right\} \text{AF Formula}$$

A = **Enrollment** x **days** in the month

B = Total **absences** for the month

6. Complete **Section D** – Special Milk Program (if applicable). Review program information and update as necessary.

Section D - Special Milk Program (SMP)

D1. Site Type:

D2. A. Months of Operation: (Check all that apply)

All: ☐   Jul: ☐   Aug: ☐   Sep: ☐   Oct: ☐   Nov: ☐   Dec: ☐

Jan: ☐   Feb: ☐   Mar: ☐   Apr: ☐   May: ☐   Jun: ☐

B. Days of the week milk is served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐   Mon: ☐   Tue: ☐   Wed: ☐   Thu: ☐   Fri: ☐   Sat: ☐   Sun: ☐

D3. Milk Pricing

Highest charge to children (per ½ pint):

Highest dairy cost (per ½ pint):

Bid Price:

7. Review the **D3. Milk Pricing** section of the site application. Update the bid price as necessary. If you are participating as a pricing with free milk option or pricing without free milk option sponsor, update the highest charge to children (per ½ pint) and highest dairy cost (per ½ pint).

Section D - Special Milk Program (SMP)

D1. Site Type:

D2. A. Months of Operation: (Check all that apply)

All: ☐   Jul: ☐   Aug: ☐   Sep: ☐   Oct: ☐   Nov: ☐   Dec: ☐

Jan: ☐   Feb: ☐   Mar: ☐   Apr: ☐   May: ☐   Jun: ☐

B. Days of the week milk is served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐   Mon: ☐   Tue: ☐   Wed: ☐   Thu: ☐   Fri: ☐   Sat: ☐   Sun: ☐
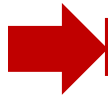
D3. Milk Pricing

Highest charge to children (per ½ pint):

Highest dairy cost (per ½ pint):

Bid Price:

8. For **Certification**, click the **check box** and then click on **Save**.

Certification

☐ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the State any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The State may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the State. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

9. Click **Save**, to save changes to the site application.

Comments

Internal Comments:

Comments to Sponsor:

Created By: TMaineri on: 8/12/2021 1:29:15 PM   Modified By: TMaineri on: 8/12/2021 1:29:21 PM

Save   Cancel

10. Click **Finish**. The site application is now complete. You are directed back to the **Site List**. Repeat steps 2-9 for each site.

< Edit   Finish

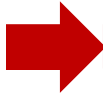11. Once each site is updated, a list of entered sites will appear.

Action		Site ID / Site Name		NSLP	SBP	ASCP	SMP
			Totals	0	0	0	4
View	✔	ABC site					X
View	✔	EFG site					X
View	✔	LMN site					X
View	✔	XYZ site					X

Total Sites Enrolled: 4

3 — Checklist Summary

After the sponsor and site applications have been saved, the CNP System will generate a checklist of items that need to be submitted with the application.

1. Click on **Details** next to **Checklist Summary**.

Action	Form Name	Latest Version
View | Modify | Admin	Sponsor Application	Original
Details	Meal Pattern Compliance Dashboard	
Details	➡ Checklist Summary (12)	
Details	Application Packet Notes	

2. Click on **Sponsor** institution name.

04390   Status: Active
Connecticut Rivers Council, BSA Summer Milk Program
DBA:
No address on file for this year

Type of Agency: Private Non Profit Organization
Type of SNP Organization: Camp

Sponsor	Total Items	Submitted Items
Connecticut Rivers Council, BSA Summer Milk Program	12	0

School Nutrition Programs Sites	Total Items	Submitted Items
Mattatuck	0	0
Workcoeman	0	0

< Back

3. The SNP Checklist will list the items that must be attached to the application. These items vary based on type of program the sponsor participates in, i.e., pricing with free milk option, pricing without free milk option, or non-pricing.

    a. **Pricing without free milk option or non-pricing program**: SMP sponsors that operate as a pricing without free milk option or a non-pricing program must upload and submit the two items below.

        1. **Policy Statement (updated June 2021):** The Policy Statement outlines the school food authority's (SFA) responsibilities specific to the agreement to participate in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP), and the Afterschool Snack Program, or to provide free milk under the Special Milk Program (SMP). The SFA assures the CSDE that the policy with respect to determining the eligibility of children for free milk will be uniformly implemented in all NSLPs and SBPs under its jurisdiction, as well as free milk in the SMP.

            • **Policy Statement for Free and Reduced-price Meals, Afterschool Snack Programs, and Free Milk** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Policy_Statement_Free_Reduced_Meals_ASP_Free_Milk.pdf

        2. **Site Information on Money Collection and Point-of-service (POS) Milk Count Systems for Connecticut Special Milk Programs** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Site_Information_Money_Collection_POS_Milk_Counts.docx

Required Forms/Documents to send to CNP		Document Submitted to CNP	Date Submitted to CNP	Document on File w/CNP	Status
Policy Statement (SIGNED)	📎	☑	08/12/2021	☐	Pending Approval
Meal Application and Data Management Process	📎	☑	08/12/2021	☐	Pending Approval
Site Information on Money Collection System and Point - of Service Meal Counting System	📎	☑	08/12/2021	☐	Pending Approval
Public Media Release	📎	☑	08/12/2021	☐	Pending Approval

Note: Due to a glitch in the SMP Checklist Item platform, sponsors participating in the pricing without free milk option or a non-pricing program must check the box for all **four document**s above, even though only two items are required to be submitted to the CSDE.

b. **Pricing with Free Milk Option**: SMP sponsors participating as a Pricing with Free Milk Option program **must submit the nine items** below. **Note:** Spanish versions of these documents that can be sent to households are available in the "Documents/Forms" section of the CSDE's SMP webpage.

1. **Policy Statement (updated June 2021):** The Policy Statement outlines the school food authority's (SFA) responsibilities specific to the agreement to participate in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP), and the Afterschool Snack Program, or to provide free milk under the Special Milk Program (SMP). The SFA assures the CSDE that the policy with respect to determining the eligibility of children for free milk will be uniformly implemented in all NSLPs and SBPs under its jurisdiction, as well as free milk in the SMP.

   - **Policy Statement for Free and Reduced-price Meals, Afterschool Snack Programs, and Free Milk** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/Policy_Statement_Free_Reduced_Meals_ASP_Free_Milk.pdf

2. **Application and Data Management Process for Connecticut Special Milk Programs** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Milk_Application_Data_Management_Process.docx

3. **Site Information on Money Collection and Point-of-service (POS) Milk Count Systems for Connecticut Special Milk Programs** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Site_Information_Money_Collection_POS_Milk_Counts.docx

4. **Sample Public Media Release for Connecticut Special Milk Programs** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Public_Media_Release.docx

5. Attach the SFA's free milk application: **2021-22 Application for Free Milk** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Family_Application_Free_Milk.doc

6. **Parent/Guardian Letter: Frequently Asked Questions (FAQs) About Free School Milk** (June 2021): https://portal.ct.gov/-/media/SDE/Nutrition/SMP/Parent_Letter_FAQs_Milk.docx

7. Attach the SFA's parent/guardian notification letter for approving or denying milk benefits): **SMP Parent/Guardian Notification Letter for Free/School Milk Eligibility** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Parent_Notification_Letter_Free_Milk_Eligibility.docx

8. **Parent/Guardian Notification Letter for Direct Certification Version 1: SNAP, TFA, Medicaid: SMP Parent/Guardian Notification Letter Version 1: Eligibility Established through Direct Certification Based on School Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA) or Medicaid Benefits** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/ SMP/SMP_Direct_Certification_Parent_Notification_Letter1_SNAP_TFA_ Medicaid.docx

9. **Parent/Guardian Notification letter for Direct Certification Version 2 (August 2021): SMP Parent/Guardian Notification Letter Version 2: Eligibility Established through Direct Certification Based on Foster Child, Homeless, Runaway, or Head Start Program Status** (August 2021): https://portal.ct.gov/-/media/SDE/Nutrition/SMP/SMP_Direct_Certification_Parent_Notification_ Letter2_Foster_Child_Homeless_Runaway_HS.docx

All sample forms are available in the "Documents/Forms" section of the CSDE's Special Milk Program (SMP) webpage.

Required Forms/Documents to send to CNP		Document Submitted to CNP	Date Submitted to CNP	Document on File w/CNP	Status
Policy Statement (SIGNED)	📎	☑	08/12/2021	☐	Pending Approval
Meal Application and Data Management Process	📎	☑	08/12/2021	☐	Pending Approval
Site Information on Money Collection System and Point - of Service Meal Counting System	📎	☑	08/12/2021	☐	Pending Approval
Public Media Release	📎	☑	08/12/2021	☐	Pending Approval
Application for Free and Reduced-price School Meals or Free Milk	📎	☑	08/12/2021	☐	Pending Approval
Parent/Guardian Letter: Frequently Asked Questions (FAQs) (Meals or Milk)	📎	☑	08/12/2021	☐	Pending Approval
Parent/Guardian Notification Letter (approving or denying meals or milk benefits)	📎	☑	08/12/2021	☐	Pending Approval
Parent/Guardian Notification Letter of Direct Certification - Version 1	📎	☑	08/12/2021	☐	Pending Approval
Parent/Guardian Notification Letter of Direct Certification - Version 2	📎	☑	08/12/2021	☐	Pending Approval

4. Click on the **blue paperclip** to attach the requested items. In the comment section, write the name of the document being attached.

Checklist File Upload Detail

Checklist

Program:	School Nutrition Programs
Checklist Item:	Policy Statement (SIGNED)

Upload Detail

1. File To Upload: [Choose File] No file chosen
2. Comment:

[Save] [Cancel]

VIEW | **MODIFY** | DELETE

5. After the items are attached, click the check box under the heading **Document Submitted to CNP** (the **Date** will generate).

Required Forms/Documents to send to CNP		Document Submitted to CNP	Date Submitted to CNP	Document on File w/CNP	Status
Policy Statement (SIGNED)	📎	☑	08/12/2021	☐	Pending Approval
Meal Application and Data Management Process	📎	☑	08/12/2021	☐	Pending Approval
Site Information on Money Collection System and Point of Service Meal Counting System	📎	☑	08/12/2021	☐	Pending Approval
Public Media Release	📎	☑	08/12/2021	☐	Pending Approval

6. Click **Save**.

Checklist File Upload Detail

Checklist

Program:	School Nutrition Programs
Checklist Item:	Policy Statement (SIGNED)

Upload Detail

1. File To Upload: [Choose File] No file chosen
2. Comment:

[Save] [Cancel]

VIEW | **MODIFY** | DELETE

7. Once the items are saved, a list of checklist items will populate.

Action	Checklist Item	Comment
View	Policy Statement (SIGNED)	
View	Site Information on Money Collection System and Point -of Service Meal Counting System	

4 — Submitting the Application Packet for Approval

1. When the sponsor has completed and saved the Sponsor Application and all Site Applications without errors and attached all required Checklist Items, the Application Packet can be submitted for approval. Click on **Submit for Approval**.

2021 - 2022 Application Packet

Status: Active

Packet Submitted Date:
Packet Approved Date:
Packet Original Approval Date:
Packet Status: Not Submitted

Type of Agency: Educational Institution
Type of SNP Organization: Public

Packet Assigned To: Terese Maineri

Action	Form Name	Latest Version	Status
View | Modify | Admin	Sponsor Application	Original	Not Submitted
Details	Meal Pattern Compliance Dashboard		Pending Validation
Details	➡ Checklist Summary (12)		
Details	Application Packet Notes		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	0	1
Seamless Summer Option	0	0	0	0	0	0	0

[< Back] [**Submit for Approval**] [Approve] [Return] [Deny] [Withdraw Packet]

Show Packet History

2. The Application Packet has now been **submitted** and is ready for approval by the CSDE. The application can no longer be modified and will be in **View Only** mode.